

**MINUTES - EXECUTIVE MEETING
HOLLYBURN CROSS COUNTRY SKI CLUB
Monday, April 28, 2025, 7:10 to 10:00 p.m.**

Attendance: Tim Blair, Morna Fraser, Andrea Frisque, Jen Gow, Shannon Harris, Gillian Aubie-Vines, Heidi Horlacher, Marieve Legrand, Dave Morris, Dirk Rohde, Beth Senichenko, Megan Scheffer, Birgit Weaver, Jake Weaver, and Jenny Williams.

On-line: Katya Ananyeva, Freya Kristensen, and Jane Pattillo

1. **Review of Agenda and Past Minutes** – Move to accept agenda (Morna/Marieve). All approved. Move to accept minutes from March 10, 2025. (Morna/Megan). All approved.
2. **Ongoing Business (Current Club Issues)**
 - SafeSport Policy implementation – no update
 - Long Term Strategic Plan – A graphic designer is working on the document. **ACTION:** When the plan is complete, Jill will forward the plan to the Executive for review.
 - Jackrabbit Program Coordinator – Beth will continue for the year and Jane will support as Assistant Coordinator.
 - Volunteer Coordinator – Marieve has a lead on a volunteer for this role and will report back at the next meeting.
 - Wax Hut Improvements – A subcommittee is needed. **ACTION:** Jake, Sen, Dave, Beth, Morna, and Freya will serve on the committee. Morna will serve as the coordinator.
 - Incident Report Form – There is a new modified Incident Report Form that is available on the Nordiq Canada site. **ACTION:** Jill will put a link on the website, potentially on the landing page.
 - 2025/26 Season Planning
 - Zone4 Registration Form – **ACTION:** Katya will update the Zone4 registration form for this season and send registration notification to Executive to review (including link to Zone4). Katya will remove the Hollyburn photo consent field given the Nordiq Canada waiver is adequate. The link on the webpage for information needs to be updated. **ACTION:** Jen Gow will provide suggested wording for our policy regarding coaching of family members. Dirk, Heidi, Beth, Freya, and Andrea will serve as points of contact for registration questions. Marieve will be the point of contact for volunteer questions. **ACTION:** Katya will send an email to club members to determine volunteer interests. The Executive discussed the need for a Zone4 mini-training session (webinar) for Program Coordinators. **ACTION:** Katya will coordinate a session that will be recorded for future training.
 - Registration Dates – Early registration dates: June 1-6, Regular registration: June 15-20. A week between the registration periods is needed for Coordinators to review all registrations. **ACTION:** Katya will email club members two weeks before registration opens as well as a reminder a day before both registration periods open.
 - Volunteer Positions – The main list of volunteer positions was updated last season. **ACTION:** Marieve and Heidi will review the spreadsheet for any additions or omissions. Each Program Coordinators (Beth, Freya, Megan, and Andrea) will reach out to potential volunteers and update the google document with volunteer positions and potential volunteers. This needs to be completed by May 8th.

- Website Updates: The website needs to be reviewed, and the session dates need to be confirmed before registration opens. **ACTION:** Beth and Freya will provide the session dates to Gillian. **ACTION:** Gillian will coordinate updates to the website with new registration dates. The website will also be updated with volunteer positions. **ACTION:** Andrea and Karen will provide information to Gillian for Adventurers program. **ACTION:** Gillian will review website to ensure notification regarding coaching of family members is discouraged.

3. Financials

- Budget and Fees – We are projecting a surplus this year, but many expenses are yet to come. Megan, Heidi, and Jen W. met to discuss registration fees for the next season. The fees are set based on the sessions offered. The Executive discussed whether to either raise fees by cost of living increases to keep future increases manageable or to keep the fees the same for this coming season. **MOTION:** Freeze fees for bunnies, Jackrabbits and Track Attack (Jen W/Jen G). Motion failed. **MOTION:** Increase fees for bunnies, Jackrabbits, Track Attack and Adventurers by an inflation rate of 2.5% (Jake/Dave). All approved. The Adventurers program will begin to offer a fall session. **MOTION:** Move to increase Adventurers fees to \$330 (Morna/Birgit). All approved.

Head Coach Succession Planning – This year, Race Team was supported by Adam Elliot who is a paid coach to provide support at races, goal setting with athletes and to lead the backpacking trip. We are interested in continuing to work with Adam Elliot this coming season but as Jake transitions, we need a coach based in Vancouver. Jake will continue for this season with the support of a potential Coach who we can phase in this coming season. The Executive discussed race team fees for the coming year. A draft budget and race fee increase was discussed however additional information is necessary to support a decision. **ACTION:** Jake will confirm with Nordiq Canada suggested coaches' compensation rate. We are looking at a potential fee increase of \$150-200 per athlete but the specific increase will be determined. There will be a special meeting where we will discuss fees and messaging with parents. **ACTION:** Dirk will coordinate this meeting once the necessary information is available

- Grant Reporting/Applications – All grant reports have been submitted. Jen W. and Jen G submitted the Gaming Grant with a budget uplift to support a paid coach.
- Bank Account Signatories –Signatures will be Shannon, Dirk, Morna and Jen. **MOTION:** Katya will add Shannon as a signatory on the bank accounts (Birgit/Jen). All approved.
- Club Zoom Account – One paid account for the club would be beneficial. Jen and Megan will discuss this further,
- Cypress Nordic Advisory Group – Study Contribution - Jake, Morna and Dirk attended the meeting. The meeting was positive, with Cypress being open to feedback. Cypress approached John Alberg to complete a study for trail improvements. Jen will look into grants to support this study.

4. Past/Upcoming Events

- Volunteer Appreciation – April 11- This event at the Hungarian Cultural Hall was very well attended by Hollyburn volunteers. Our thanks are extended to Marieve and Julia Hegedus for their superb event planning.
- Fun Day – April 13 – The Race Team organized the annual Hollyburn Run Day where Race Team athletes led Track Attack and JR4 skiers through different stations at Cypress. Thanks to all athletes who participated in this tradition.
- Sun Run – Congratulation to the 59 Hollyburn skiers who participated in the 10K and 2.5K mini-Sun Run. Duhane Lam did a fantastic job coordinating this event and is interested in staying on in this role for next year.

- TA meeting – April 23 – This meeting was well attended.
- CCBC AGM/Workshop – May 9-11 - Heidi, Dirk, and Noah Wilson will be attending on behalf of Hollyburn.
- Nationals – Hollyburn athletes did very well, placing seventh club overall in Canada to help BC win the Aggregate Award. The venue was great, the event was well coordinated, and thanks to all our Race Team volunteers who helped make this a memorable event.

5. **New Business**

- Off-Piste Skiing and Other Club-Unapproved Trips – A subcommittee will this discuss further. Adventurers are not planning any off-piste trips this year.
- National Development Team – Nordiq Canada recently named Eamon Wilson to the Development Team for the third year. Congratulation Eamon!

6. **Next Meeting** Tuesday, June 17, 2025 @ 7:30